

05Board of the Trustees
11/7/16 – Q103/Hel125

Action

66 ATTENDANCE

66.1 Present

James Barlow (External trustee), Cathy McGuire (Student trustee), Paul McHugh (External trustee), Janice Maclean (External trustee), Precious Nwanze (Officer trustee), Leigh Rooney (Officer trustee), Jamie Smith (Officer trustee), Kathleen Vanderpuye (Student trustee), Kathryn Younger (Officer trustee)

In Attendance

Linda Collett (Minute taker), Matthew Ensor (Chief Executive), Jim Gardner (Gardner Training and Consultancy)

66.2 Apologies

Grace Anderson (Officer trustee), Melanie Digney (External trustee)

66.3 Absent

Evalyn Oloo (Student trustee)

66.4 Declaration of interest

None

67 ACCEPTANCE OF PREVIOUS MINUTES

67.1 Accuracy

Appendix 1 – Minutes of 03Trustee meeting 23.2.16

44 – Student Council/AGM report – 3rd line amended to read “No Platform policy lapsed in February.

The previous Minutes were accepted as a true record.

Appendix 2 – Minutes of 04Trustee meeting 26.4.16

As this meeting was inquorate a further meeting was arranged for 18 May, for which papers were distributed, but due to 5 last minute apologies, this meeting was cancelled at the last minute.

The previous minutes were accepted as a true record.

67.2 Matters Arising

Appendix 1

37.2 – Prevent/Unconscious bias training – This was now compulsory for all staff and officers and all existing staff had completed it.

39 - New strategic plan – A draft was attached as Appendix 1 to the CEO report. Approval was sought from the Board before the plan was presented to the VCG.

68 Update on progress against The Plan

The Board was asked to note that all targets in the old Plan had been either partly or fully achieved. Thanks were extended from the Board to all staff, especially those who had been in post since 2013, for completing the Plan, as well as conducting governance and democratic reviews and compiling a new strategic plan. Particular thanks were extended to GS for all the work done as project manager.

The report was **RECEIVED** and **NOTED**.

69 CHIEF EXECUTIVE'S REPORT

New strategy – It was noted that 20% of the student membership had been included during the consultative process and that the new strategy had been formed from the results of that process.

The Board commented that the new strategy was clear, easy to understand and provided a good summary of what the Union was striving to achieve. Concerns were expressed about accessibility of the logo and text in some parts of the document for those with vision loss. It was noted that alternative versions were available on request.

It was noted that the departmental plans and project planning phase had been launched at the staff awayday on 1 July where staff had been asked to sign up to different project groups. In the main the annual cyclical projects would be project-managed by managers, and the strategic projects by senior managers. The Board requested that thought be given to how to monitor achievement and requested that a good range of qualitative and quantitative metrics would be included in the annual plans.

The new strategy was **APPROVED**.

CEO job description – It was noted that the role was reviewed on a 3-yearly basis and had last been reviewed in August 2014, but that this revised job description was to bring it in line with the new senior management structure and to bring it more in line with sector good practice. It was agreed that the new format made it clearer and easier to manage.

The CEO job description was **APPROVED**.

Cambridge office space – Whilst the Board indicated that this was an operational matter, it enquired whether the management team were happy with the current proposal. A request had been made to the University for written confirmation of the offer, and it was felt that, as the move would have significant impact on students' access to the Union, this would have strategic impact of which the Board should be aware. It was agreed that it would be important to minimise the time delay between phase 1 and 2.

Communications update – It was noted that following the introduction of portable pdq machines to process Books+ transactions, heavier marketing had been used during the last year to promote Books+ which had resulted in a higher income figure. It was confirmed that this was a turnover figure.

General update – With regard to the development of attitudinal segmentation, it was noted that Redbrick had created attitudinal segments which broke down the student population according to what students think rather than to which demographic they belong. It was confirmed that there would be a set of questions created to help the Union place individual students into one of the five segments in order to improve the way in which it communicates with students.

The report was **RECEIVED** and **NOTED**.

70 FINANCIAL REPORT

It was confirmed that the June figures, which had just been made available, showed a further improvement to the forecast.

It was agreed that JB would repeat his finance workshop which would be open to all trustees.

The report was **RECEIVED** and **NOTED**.

71 BUDGET 2016-17

The 2016-17 budget was presented and it was confirmed that the University had indicated that the block grant would remain unchanged from the commitment made earlier in the year, but that written confirmation of this would be sought.

The Board expressed its approval on the rise in student staff wages to the Living Wage. The student staff Living Wage would not in itself result in a threat to the Union delivering a budgeted surplus. However, any increase in staffing costs would reduce the flexibility the Union has when facing challenges to its revenue streams. Managers were confident in their ability to meet the targets that they had set themselves. Budgets, especially in the commercial areas, would be kept under close review.

The budget for 2016-17 was **APPROVED**.

72 RISK REGISTER

It was noted that there were no changes from the version circulated for the April meeting, but that the risk register would be updated again for the October meeting.

The risk register was **APPROVED**.

73 OFFICERS' REPORTS

Officers presented their dream team manifesto and confirmed that it would be put into an infographic and uploaded to the website.

JS objectives – To encourage Active Anglia to provide a women and beginner-friendly session in the Cambridge gym, and to set up more opportunities for volunteering, especially course-applicable opportunities.

PN objectives – To enhance employability skills, especially for international students, and to expand the business school model to all faculties, to introduce an internship model and to encourage students to engage with extra curricula activities.

GA objectives – To run a year-long mental health campaign (It was noted that this would be the team objective from the year) and to introduce a scheme whereby the University acts as guarantor for international students wishing to rent property.

KY objectives – To set up a safer taxi fare scheme for students, and to set up a buddy scheme for new students.

LR objectives – To introduce student representation within Active Anglia and to increase the visibility of both the officer team and the Union as a whole.

The objectives were **RECEIVED** and **NOTED**.

74 STUDENT COUNCIL/AGM REPORT

No meeting had taken place.

75 STUDENT TRUSTEES' UPDATES

KV welcomed the new officer team and the opportunity to work with them.

CM echoed this and confirmed that she would be returning as a student in September to complete her masters, so would be able to continue as a student trustee.

It was confirmed that further student trustees would be recruited in October.

76 ENVIRONMENTAL ACTIVITY UPDATE

Congratulations from the Board were extended to LC for her work on achieving the Gold standard and to SW for her work on sustainability during the year.

The update was **RECEIVED** and **NOTED**.

77 RESERVED BUSINESS

See attached confidential papers.

78 ANY OTHER BUSINESS

None

DATE AND TIME OF NEXT MEETING

Wednesday 24 August – 3.00-7.00 pm face-to-face in Chelmsford Mar 101